

JOB OPPORTUNITY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA

BERLIN

Vacancy Announcement No. 46-05 – American Consulate General Hamburg

Date: 11/29/05

POSITION TITLE: General Services Clerk

LOCATION AmConGen Hamburg, General Services Office (GSO)

OPEN TO: **All Interested Applicants:**
Not Ordinarily Resident:

- Appointment Eligible Family Members (AEFMs);
- Eligible Family Members (EFMs)
- MOHs

Ordinarily Resident Citizens:

- U.S. citizens;
- Foreign Nationals, incl. German and EU nationals, etc.

SALARY: **Not Ordinarily Resident:**

- US \$ 24,677 p.a. (FP-9 Full Performance Level)

Final position grade to be confirmed by Washington

Ordinarily Resident:

- € 30,665 p.a. (FSN-05 Full Performance Level)

SCHEDULE: Full-time, 40 hours/week

CLOSING DATE: Applications must be received by close of business
December 13, 2005

Security Requirement: U.S. Mission issued medical/security certification

PERTINENT INFORMATION – READ BEFORE APPLYING:

- **Eligibility Requirements:** Non-German/non-EU and American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or Members of Household (MOHs), as defined below, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. The U.S. Mission cannot sponsor applicants for either permit. Locally Employed Staff (LES) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- **Selection Criteria:** When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications in the application. The U.S. Mission will consider issues such as conflict of interest, nepotism, residency status, and whether applicant has a work permit, in determining successful candidacy.
- **Application Procedures:** Interested applicants must submit the following to be considered for employment:
 1. Application for U.S. Federal Employment (SF-171) - covering the last **ten** years of employment. In addition to the SF-171, a letter of introduction and supporting

documentation (e.g. copies of degrees earned, certificates, awards, etc.) that address the requirements of the position listed below;

2. Instead of using form SF-171, a regular application which includes a letter of introduction, a current resume or curriculum vitae may be submitted in addition to any other supporting documentation (e.g. copies of degrees, certificates, testimonials, awards, etc.) that address the qualification requirements of the position as listed below;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Application language (letter of introduction and CV or resume) is English.

Non-German and non-European nationals as well as Ordinarily Resident American citizens must submit copies of their residence and work permit in order to be considered eligible for employment by the U.S. Mission.

- **Submit Applications To:** U.S. Embassy Berlin, Human Resources Office, Recruitment Coordinator, Clayallee 170, 14195 Berlin. Note that neither the Embassy nor the Consulates refund travel expenses incurred by the interviewee.

REQUIRED QUALIFICATIONS

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Documented completion of secondary school or German equivalent is required.

EXPERIENCE: Two (2) years of experience in property management (Hausverwaltung) is required.

LANGUAGE: English: Good working knowledge (level 3) – speaking, reading and writing
German: Good working knowledge (level 3) – speaking, reading and writing

KNOWLEDGE:

- Good knowledge of the local market incl. pricing practices and suppliers;
- Knowledge of standard computer office applications, i.e. MS Office suite products (Word, Excel, Outlook);
- Knowledge of general office practices and procedures.

SKILLS, ABILITIES:

- Must hold a valid German driver's license class B and C1, a copy of which must be submitted with the application.

BASIC FUNCTION OF POSITION

The General Services Clerk provides clerical and logistical support services in the area of housing, real estate and personal property management. The incumbent serves as post's main Mail Clerk, responsible for all task related to outgoing and incoming mail and making deliveries to the German Post Office as required. Assists in the organization of special event and provides visitor support.

DEFINITIONS:

Appointment Eligible Family Members (AEFMs): is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets ***all*** of the following criteria:

- U.S. citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
- And does **NOT** receive an U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.

Eligible Family Members (EFMs): Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.

Member of Household (MOH): A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will reside at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).

Ordinarily Resident (OR): A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*

Not-Ordinarily Resident (NOR): A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

The U.S. Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Approved/Cleared: MGTTHH:RBlunt

Drafted: MGT:HR:KWitte